

## **SECRETARY TO THE FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a position, the major duty of which is relieving the Fire Chief of the duties of routine record-keeping, correspondence, and other clerical and minor administrative matters. The work involves frequent contacts with the public through acting as receptionist for the chief's office. The employee of this class performs routine tasks without supervision and works independently in most areas, performing special tasks with general instruction from the Fire Chief. The Secretary to the Fire Chief may also provide limited supervision on an assignment basis for other clerical employees of the department.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Opens, sorts, and distributes mail for the department or for the chief's office as directed; processes outgoing mail and interdepartmental correspondence.

Answers any telephone calls coming in on assigned lines and handles routine matters or transfers callers following department procedures; places telephone calls for the chief.

Acts as receptionist for any visitors to the chief's office; screens visitors for the chief; answers questions and handles any routine requests by visitors to the office; schedules appointments for the chief.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the chief; proofreads typed material and corrects errors; replies to any routine correspondence or requests following departmental procedures or from oral or written directions by the chief.

Files correspondence, cards, forms, records, or reports; operates a computer terminal in order to enter or retrieve information from files.

Receives department records and reports, checks them for completeness, accuracy, and conformity to established procedures, sees that errors are corrected, and processes or files them according to department procedures; enters routine information in department records; compiles and organizes data needed for reports.

Prepares payroll records; makes calculations necessary to compute payroll; takes complaints from employees about pay and deals with errors, changes, or other matters related to payroll; prepares purchase requisitions according to departmental procedures.

Oversees clerical and secretarial functions for the department, providing on-the-job training for new clerical employees, and providing limited supervision of work performance of unclassified clerical personnel.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be not less than eighteen (18) years of age.

BC	01-18-90
Rev	07-08-98
	10-09-03
	08-22-07
	06-02-09
	01-12-11
	05-21-14